

**GUAM PUBLIC LIBRARY SYSTEM  
DIRECTOR (UNCLASSIFIED)  
QUALIFICATIONS**

**NATURE OF WORK:** This position administers and directs all aspects of library services for the Guam Public Library System.

**ILLUSTRATIVE EXAMPLES OF WORK:**

- Develops and maintains effective communication networks with the Library Board, staff, public, government and community agencies, and others;
- Oversees all aspects of the development, implementation and management of the library budget;
- Formulates grant proposals for federal and other library funding sources and is responsible for the expenditure of grant funding as well as the evaluation of results within the required timelines;
- Coordinates the activities of library employees, friends of the library and other interested groups regarding the organization, administration, and development of the Guam Public Library System.
- Recommends, administers and interprets Library Board policy and serves as the advisor to the Board;
- Plan, implements, monitors, reviews and revises library system policies and procedures to meet goals and objectives;
- Develops the public library material collection and special collections for the special needs of the island community.
- Oversees all library automation projects and develops and implements future library technology applications;
- Selects, trains, supervises and evaluates staff.
- Works with the other departments and agencies for the benefit of the library and solicits support for the library from the government, the legislature and the business community.
- Attends workshops and conferences and participates in professional associations and activities, and reading professional and local publications;

- Participates in various meetings and committees representing the library and provides reports, information and analyses to these groups to contribute to the policy-making process;
- Advocates for the library in the community and creates an awareness of library services and issues among the people of Guam regarding new programs and services for the youth, the elderly, and other underserved population;
- Works proactively in community outreach, with emphasis on the many different ethnic and cultural groups in Guam; and
- Performs other duties as assigned by the Guam Public Library Board.

#### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of a full range of library services; strong customer service orientation;
- Knowledge and skill in information and technology;
- Knowledge in fiscal management and in the preparation of the budget;
- Knowledge and skill with integrating library automation systems;
- Ability to work independently and in collaboration with others;
- Ability to work evenings and weekends;
- Ability to adapt to a changing environment; and/or interest in a multi-ethnic and multi-cultural environment.
- Ability to communicate effectively.

#### **MINIMUM EXPERIENCE AND TRAINING:**

Master's degree in Library Science or Library and Information Science (MLS or MLIS) from an accredited institution by the American Library Association (ALA), have a minimum of five (5) years progressively responsible library supervisory experience in which the minimum of three (3) years of library experience must be at the post degree level.

**Established: July 2003**

#### **HAY EVALUATION:**

**KH: E 1 1 3 304**

**PS: E 4 43 132**

**ACCT: E 1 P 611**

**PROFILE: +2**

**PAY GRADE: L5**